

CHAPTER 220  
LICENSURE OF PODIATRISTS

**645—220.1(149) Definitions.** For purposes of these rules, the following definitions shall apply:

*“Active license”* means a license that is current and has not expired.

*“Board”* means the board of podiatry examiners.

*“Grace period”* means the 30-day period following expiration of a license when the license is still considered to be active. In order to renew a license during the grace period, a licensee is required to pay a late fee.

*“Inactive license”* means a license that has expired because it was not renewed by the end of the grace period. The category of “inactive license” may include licenses formerly known as lapsed, inactive, delinquent, closed, or retired.

*“Licensee”* means any person licensed to practice as a podiatrist in the state of Iowa.

*“License expiration date”* means June 30 of even-numbered years.

*“Licensure by endorsement”* means the issuance of an Iowa license to practice podiatry to an applicant who is or has been licensed in another state.

*“Mandatory training”* means training on identifying and reporting child abuse or dependent adult abuse required of podiatrists who are mandatory reporters. The full requirements on mandatory reporting of child abuse and the training requirements are found in Iowa Code section 232.69. The full requirements on mandatory reporting of dependent adult abuse and the training requirements are found in Iowa Code section 235B.16.

*“NBPME”* means National Board of Podiatric Medical Examiners.

*“Reactivate”* or *“reactivation”* means the process as outlined in rule 220.15(17A,147,272C) by which an inactive license is restored to active status.

*“Reciprocal license”* means the issuance of an Iowa license to practice podiatry to an applicant who is currently licensed in another state that has a mutual agreement with the Iowa board of podiatry examiners to license persons who have the same or similar qualifications to those required in Iowa.

*“Reinstatement”* means the process as outlined in 645—11.31(272C) by which a licensee who has had a license suspended or revoked or who has voluntarily surrendered a license may apply to have the license reinstated, with or without conditions. Once the license is reinstated, the licensee may apply for active status.

**645—220.2(149) Requirements for licensure.** The following criteria shall apply to licensure:

**220.2(1)** An applicant shall complete a board-approved application packet. Application forms may be obtained from the board’s Web site (<http://www.idph.state.ia.us/licensure>) or directly from the board office. All applications shall be sent to the Board of Podiatry Examiners, Professional Licensure Division, Fifth Floor, Lucas State Office Building, Des Moines, Iowa 50319-0075.

**220.2(2)** An applicant shall complete the application form according to the instructions contained in the application. If the application is not completed according to the instructions, the application will not be reviewed by the board.

**220.2(3)** Each application shall be accompanied by the appropriate fees payable to the Board of Podiatry Examiners. The fees are nonrefundable.

**220.2(4)** No application will be considered complete until official copies of academic transcripts sent directly to the board of podiatry examiners from a college of podiatric medicine approved by the Council on Podiatric Medical Education (CPME) of the American Podiatric Medical Association are received by the board.

**220.2(5)** Rescinded IAB 8/3/05, effective 9/7/05.

**220.2(6)** The candidate shall take the Part III PMLexis written examination required by the board pursuant to these rules.

**220.2(7)** Licensees who were issued their licenses within six months prior to the renewal date shall not be required to renew their licenses until the renewal date two years later.

**220.2(8)** Incomplete applications that have been on file in the board office for more than two years shall be:

- a.* Considered invalid and shall be destroyed; or
- b.* Retained upon written request of the applicant. The applicant is responsible for requesting that the file be retained.

**220.2(9)** Applications shall be complete before the licensee sits for the examination.

**220.2(10)** An applicant who graduated from a podiatric college in 1961 or earlier, is currently licensed in another state and has practiced for the 24 months immediately prior to application may be exempted from passing Part I and Part II of the NBPME examination based on the applicant's credentials and the discretion of the board.

**220.2(11)** An applicant who graduated from a podiatric college on or after January 1, 1995, shall present documentation of successful completion of a minimum of one-year residency approved by the American Podiatric Medical Association's Council on Podiatric Medical Education.

**220.2(12)** Passing score reports for Part I and Part II of the NBPME examination shall be sent directly from the examination service to the board of podiatric examiners.

**645—220.3(149) Written examinations.** The following criteria shall apply to the written examination:

**220.3(1)** Registration materials for the examination shall be sent to the applicant after the application, transcript sent directly from the school to the board of podiatry examiners, licensure fee and the score report for Part I and Part II of the NBPME examination are received by the board.

**220.3(2)** The licensee shall submit the appropriate examination fee, if taking the NBPME Part III Examination (PMLexis) in Iowa, directly to the National Board of Podiatric Medical Examiners.

**220.3(3)** Rescinded IAB 8/3/05, effective 9/7/05.

**220.3(4)** A passing score as recommended by the administrators of the NBPME Part III Examination (PMLexis) will be required.

**220.3(5)** Rescinded IAB 8/3/05, effective 9/7/05.

**645—220.4(149) Educational qualifications.**

**220.4(1)** A new applicant for licensure to practice as a podiatrist shall present an official transcript verifying graduation from a college of podiatric medicine approved by the American Podiatric Medical Association's Council on Podiatric Medical Education.

**220.4(2)** Foreign-trained podiatrists shall:

*a.* Provide an equivalency evaluation of their educational credentials by one of the following: International Educational Research Foundations, Inc., Credentials Evaluation Service, P.O. Box 3665, Culver City, CA 90231-3665, telephone (310)258-9451, Web site [www.ierf.org](http://www.ierf.org), or E-mail at [info@ierf.org](mailto:info@ierf.org); or International Credentialing Associates, Inc., 7245 Bryan Dairy Road, Bryan Dairy Business Park II, Largo, FL 33777, telephone (727)549-8555. The professional curriculum must be equivalent to that stated in these rules. The candidate shall bear the expense of the curriculum evaluation.

*b.* Provide a notarized copy of the certificate or diploma awarded to the applicant from a podiatry program in the country in which the applicant was educated.

*c.* Receive a final determination from the board regarding the application for licensure.

**645—220.5(149) Title designations.** A podiatrist may use the prefix "Doctor" but shall add after the person's name the word "Podiatrist" or "DPM."

**645—220.6(147,149) Temporary license.**

**220.6(1)** A temporary license may be issued for one year and, at the discretion of the board, may be annually renewed not to exceed two additional years.

**220.6(2)** Each applicant shall:

*a.* Submit a completed application form according to the instructions contained in the application. If the application is not completed according to the instructions, the application will not be reviewed by the board;

*b.* Submit the appropriate fees payable to the Board of Podiatry Examiners. The fees are nonrefundable;

*c.* Have official copies of academic transcripts sent directly to the board of podiatry examiners from a college of podiatric medicine approved by the Council on Podiatric Medical Education (CPME) of the American Podiatric Medical Association;

*d.* Rescinded IAB 8/3/05, effective 9/7/05.

*e.* Request that passing score reports of the NBPME examination, Part I and Part II, be sent directly to the board of podiatry examiners from the National Board of Podiatric Medical Examiners;

*f.* Furnish an affidavit by a licensed podiatrist, institution director, or dean of an approved podiatric college from this state, setting forth the facts supporting the need for issuance of said license, of which the following reasons shall qualify:

(1) Acceptance in a residency program approved by the Council on Podiatric Medical Education (CPME) of the American Podiatric Medical Association; or

(2) Participating as a faculty member of a podiatric college in Iowa;

*g.* Request verification of licensure be sent directly to the board of podiatry examiners from every state where the applicant was licensed.

**220.6(3)** An applicant who graduated from a podiatric college in 1961 or earlier, is currently licensed in another state and has practiced for the 24 months immediately prior to application may be exempted from passing Part I and Part II of the NBPME examination based on the applicant's credentials and the discretion of the board.

**220.6(4)** Rescinded IAB 8/3/05, effective 9/7/05.

**220.6(5)** The ultimate decision to issue a temporary license resides with the board, and a temporary license shall be surrendered if reason for issuance ceases to exist.

**645—220.7(149) Licensure by endorsement.** An applicant who has been a licensed podiatrist under the laws of another jurisdiction shall file an application for licensure by endorsement with the board office.

**220.7(1)** The board may receive by endorsement any applicant from the District of Columbia, another state, territory, province or foreign country who:

1. Submits to the board a completed application;

2. Pays the licensure fee;

3. Shows evidence of licensure requirements that are similar to those required in Iowa;

4. Provides to the board official copies of academic transcripts verifying graduation from a college of podiatric medicine approved by the Council on Podiatric Medical Education (CPME) of the American Podiatric Medical Association; and

5. Provides verification of license(s) from every jurisdiction in which the applicant has been licensed, sent directly from the jurisdiction(s) to the board office. Web-based verification may be substituted for verification direct from the jurisdiction's board office if the verification provides:

- Licensee's name;
- Date of initial licensure;
- Current licensure status; and
- Any disciplinary action taken against the license.

**220.7(2)** An applicant shall submit the passing score reports for Part I and Part II of the NBPME examination. An applicant who graduated from a podiatric college in 1961 or earlier, is currently licensed in another state, and has practiced for the 24 months immediately prior to application may be exempted from passing Part I and Part II of the NBPME examination based on the applicant's credentials and the discretion of the board.

**220.7(3)** An applicant who graduated from a podiatric college on or after January 1, 1995, must present documentation of successful completion of, at a minimum, a one-year residency approved by the American Podiatric Medical Association's Council on Podiatric Medical Education.

**220.7(4)** An applicant shall submit passing score reports for Part III of the NBPME examination. An applicant who passed the Part III NBPME examination (PMLexis) more than three years prior to the date of application in Iowa must submit verification of proof of podiatry practice for one of the last three years.

**645—220.8(147) Licensure by reciprocal agreement.** The board may enter into a reciprocal agreement with the District of Columbia, any state, territory, province or foreign country with equal or similar requirements for licensure in podiatry.

**645—220.9(149) License renewal.**

**220.9(1)** The biennial license renewal period for a license to practice podiatry shall begin on July 1 of an even-numbered year and end on June 30 of the next even-numbered year. The board shall send a renewal notice by regular mail to each licensee at the address on record at least 60 days prior to the expiration of the license. The licensee is responsible for renewing the license prior to its expiration. Failure of the licensee to receive the notice does not relieve the licensee of the responsibility for renewing the license.

**220.9(2)** An individual who was issued a license within six months of the license renewal date will not be required to renew the license until the subsequent renewal two years later.

**220.9(3)** A licensee seeking renewal shall:

*a.* Meet the continuing education requirements of rule 645—222.2(149,272C) and the mandatory reporting requirements of subrule 220.9(4). A licensee whose license was reactivated during the current renewal compliance period may use continuing education credit earned during the compliance period for the first renewal following reactivation; and

*b.* Submit the completed renewal application and renewal fee before the license expiration date.

**220.9(4)** Mandatory reporter training requirements.

*a.* A licensee who, in the scope of professional practice or in the licensee's employment responsibilities, examines, attends, counsels or treats children in Iowa shall indicate on the renewal application completion of two hours of training in child abuse identification and reporting in the previous five years or condition(s) for waiver of this requirement as identified in paragraph "e."

*b.* A licensee who, in the course of employment, examines, attends, counsels or treats adults in Iowa shall indicate on the renewal application completion of two hours of training in dependent adult abuse identification and reporting in the previous five years or condition(s) for waiver of this requirement as identified in paragraph "e."

*c.* A licensee who, in the scope of professional practice or in the course of employment, examines, attends, counsels or treats both adults and children in Iowa shall indicate on the renewal application completion of training in abuse identification and reporting for dependent adults and children in the previous five years or condition(s) for waiver of this requirement as identified in paragraph "e."

Training may be completed through separate courses as identified in paragraphs "a" and "b" or in one combined two-hour course that includes curricula for identifying and reporting child abuse and dependent adult abuse. The course shall be a curriculum approved by the Iowa department of public health abuse education review panel.

*d.* The licensee shall maintain written documentation for five years after mandatory training as identified in paragraphs “a” to “c,” including program date(s), content, duration, and proof of participation.

*e.* The requirement for mandatory training for identifying and reporting child and dependent adult abuse shall be suspended if the board determines that suspension is in the public interest or that a person at the time of license renewal:

(1) Is engaged in active duty in the military service of this state or the United States.

(2) Holds a current waiver by the board based on evidence of significant hardship in complying with training requirements, including an exemption of continuing education requirements or extension of time in which to fulfill requirements due to a physical or mental disability or illness as identified in 645—Chapter 222.

*f.* The board may select licensees for audit of compliance with the requirements in paragraphs “a” to “e.”

**220.9(5)** Upon receiving the information required by this rule and the required fee, board staff shall administratively issue a two-year license and shall send the licensee a wallet card by regular mail. In the event the board receives adverse information on the renewal application, the board shall issue the renewal license but may refer the adverse information for further consideration or disciplinary investigation.

**220.9(6)** A person licensed to practice podiatry shall keep the license certificate and wallet card(s) displayed in a conspicuous public place at the primary site of practice.

**220.9(7)** Late renewal. The license shall become late when the license has not been renewed by the expiration date on the wallet card. The licensee shall be assessed a late fee as specified in 645—subrule 225.1(3). To renew a late license, the licensee shall complete the renewal requirements and submit the late fee within the grace period.

**220.9(8)** Inactive license. A licensee who fails to renew the license by the end of the grace period has an inactive license. A licensee whose license is inactive continues to hold the privilege of licensure in Iowa, but may not practice as a podiatrist in Iowa until the license is reactivated. A licensee who practices as a podiatrist in the state of Iowa with an inactive license may be subject to disciplinary action by the board, injunctive action pursuant to Iowa Code section 147.83, criminal sanctions pursuant to Iowa Code section 147.86, and other available legal remedies.

**645—220.10(272C) Exemptions for inactive practitioners.** Rescinded IAB 8/3/05, effective 9/7/05.

**645—220.11(272C) Lapsed licenses.** Rescinded IAB 8/3/05, effective 9/7/05.

**645—220.12(147) Duplicate certificate or wallet card.**

**220.12(1)** A duplicate wallet card or duplicate certificate shall be required if the current wallet card or certificate is lost, stolen or destroyed. A duplicate wallet card or a duplicate certificate shall be issued only under such circumstances.

**220.12(2)** A duplicate wallet card or duplicate certificate shall be issued upon receipt of the completed application for duplicate license and payment of the fee as specified in rule 645—225.1(147,149).

**220.12(3)** If the board receives a completed application for duplicate license stating that the wallet card or certificate was not received within 60 days after being mailed by the board, no fee shall be required for issuing the duplicate wallet card or duplicate certificate.

**645—220.13(147) Reissued certificate or wallet card.** The board shall reissue a certificate or current wallet card upon receipt of a written request from the licensee, return of the original document and payment of the fee as specified in rule 645—225.1(147,149).

**645—220.14(17A,147,272C) License denial.**

**220.14(1)** When the board denies an applicant licensure, the board shall notify the applicant of the denial in writing by certified mail, return receipt requested, or in the manner of service of an original notice, and shall cite the reasons for which the application was denied.

**220.14(2)** An applicant who has been denied licensure by the board may appeal the denial and request a hearing on the issues related to the licensure denial by serving a written notice of appeal and request for hearing upon the board by certified mail, return receipt requested, not more than 30 days following the date of mailing of the notification of licensure denial to the applicant. The request for hearing shall specifically describe the facts to be contested and determined at the hearing.

**220.14(3)** If an applicant who has been denied licensure by the board appeals the licensure denial and requests a hearing pursuant to this rule, the hearing and subsequent procedures shall be held pursuant to the process outlined in Iowa Code chapters 17A and 272C and 645—Chapter 11.

**645—220.15(17A,147,272C) License reactivation.** To apply for reactivation of an inactive license, a licensee shall:

**220.15(1)** Submit a reactivation application on a form provided by the board.

**220.15(2)** Pay the reactivation fee that is due as specified in 645—Chapter 225.

**220.15(3)** Provide verification of current competence to practice as a podiatrist by satisfying one of the following criteria:

*a.* If the license has been on inactive status for five years or less, an applicant must provide the following:

(1) Verification of the license(s) from every jurisdiction in which the applicant is or has been licensed and is or has been practicing during the time period the Iowa license was inactive, sent directly from the jurisdiction(s) to the board office. Web-based verification may be substituted for verification from a jurisdiction's board office if the verification includes:

1. Licensee's name;
2. Date of initial licensure;
3. Current licensure status; and
4. Any disciplinary action taken against the license; and

(2) Verification of completion of 40 hours of continuing education within two years of application for reactivation.

*b.* If the license has been on inactive status for more than five years, an applicant must provide the following:

(1) Verification of the license(s) from every jurisdiction in which the applicant is or has been licensed and is or has been practicing during the time period the Iowa license was inactive, sent directly from the jurisdiction(s) to the board office. Web-based verification may be substituted for verification from a jurisdiction's board office if the verification includes:

1. Licensee's name;
2. Date of initial licensure;
3. Current licensure status; and
4. Any disciplinary action taken against the license; and

(2) Verification of completion of 80 hours of continuing education within two years of application for reactivation.

**645—220.16(17A,147,272C) License reinstatement.** A licensee whose license has been revoked, suspended, or voluntarily surrendered must apply for and receive reinstatement of the license in accordance with 645—11.31(272C) and must apply for and be granted reactivation of the license in accordance with 220.15(17A,147,272C) prior to practicing as a podiatrist in this state.

These rules are intended to implement Iowa Code chapters 17A, 147, 149, and 272C.

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